

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

Position:	Staff Management Auditor (Specialist)
Position #:	051-643-4155-XXX
Salary Range:	\$4833-\$6168
Issue Date:	October 20, 2008
Contact:	Laura Nicholls (916) 323-1598
Location:	Division of Audits 3301 C Street, Ste 705 Sacramento, CA 95816
Final Filing Date:	Statewide Until Filled

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is in the process of moving in the direction of becoming the destination employer within the State of California.

Scope of the Position:

With direction provided by a Senior Management Auditor, the incumbent will perform at the advanced journey level. This includes examining organization operations and internal management controls and conducting the most complex technical audits of fiscal and management procedures and practices of agencies and other organization subject to review by the Office of the State Controller.

Specific duties include but will not be limited to the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Act as audit team leader by planning, coordinating, and conducting the most complex audit assignments to ensure compliance with the appropriate legislation governing operation of the organization/electronic program payments under review. Assess the program information to determine if proper accountability has been maintained. Integrate audit objectives as established by management concerning budgeted hours and effective use of time into each audit assignment.
- Provide technical consultative service for management concerning the preparation of reports and the presentations of audit findings.
- Provide training for auditors in developing {electronic audits and edits utilizing generalized audit software in a mainframe and PC environment – more for just the SDU position but could apply to the lottery also} and audit findings and recommendations.
- Evaluate and apply all laws, rules regulations, legal opinions, and/or legislation applicable to the more complex audit assignments.
- Facilitate the development and implementation of new and existing tape claims processes in accordance with guidelines set by the SCO.
- Handle special projects involving diverse automation objectives with accounting and payment systems within the SCO and other agencies.
- Travel to and from audit site.

DESIRABLE QUALIFICATION: Current and Valid Driver's License

When submitting application, please submit a list of references, transcripts showing proof of accounting courses completed and copy of college diploma (or letter from the university indicating that all graduation requirements have been met)

All new hires will be required to complete a Std. 610 Health Questionnaire.

For most of the bureaus, overnight business travel is routine and may require lifting/heaving bags of equipment such as computers, working papers, etc.

Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Division of Audits
ATTN: Laura Nicholls
300 Capitol Mall, Ste 418
Sacramento, CA 95814